

**VOLUME VII
SECTION IV**

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1. DEFINITION OF TERMS

- 1.1. **“Adult”** means any person 60 years of age and older or any person 18 years of age and older who has a disability and who resides in the Commonwealth. However, “adult” may include incapacitated or qualifying nonresidents who are temporarily in the Commonwealth and who are in need of temporary or emergency protective services.
- 1.2. **“Adult abuse”** means the willful infliction of physical pain, injury, or mental anguish or unreasonable confinement of an adult (*Code of Virginia*, § 63.2-100).
- 1.3. **“Adult exploitation”** means the illegal use of an incapacitated adult or his resources for another’s profit or advantage (*Code of Virginia*, § 63.2-100).
- 1.4. **“Adult foster care”** means room and board, supervision, and special services to an adult who has a physical or mental impairment. Adult foster care may be provided by a single provider for up to three adults (*Code of Virginia*, § 63.2-100).
- 1.5. **“Adult neglect”** means that an adult is living under such circumstances that he is not able to provide for himself or is not being provided services necessary to maintain his physical and mental health and that the failure to receive such necessary services impairs or threatens to impair his well-being (*Code of Virginia*, § 63.2-100).
- 1.6. **“Adult with a disability”** means an adult 18 years of age or older whose physical or mental capacity is diminished to the extent that he or she needs supervisory assistance, and/or assistance with activities of daily living (ADLs) such as bathing, dressing, eating/feeding, transferring, toileting, and/or continence or an instrumental ADL such as shopping, money management, using the telephone, or meal preparation.
- 1.6. **“Auxiliary Grant”** means cash payments made to certain aged, blind, or disabled individuals who receive benefits under Title XVI of the Social Security Act, as amended, or would be eligible to receive these benefits except for excess income (*Code of Virginia*, § 63.2-100).
- 1.5. **“Department”** means the State Department of Social Services (*Code of Virginia*, § 63.2-100).
- 1.6. **“Domestic Violence”** means a pattern of behavior in which one person uses violence to control others in the context of an intimate relationship. The pattern of violence may include physical violence, sexual violence, and/or emotional violence such as threats, intimidation, or isolation.
- 1.7. **“Family”** means one or more adults and/or children related by blood, marriage, adoption, or an expression of kinship who function as a family unit. (See Volume VII, Section I, Chapter B, for additional information on case composition.)

- 1.8 ***“Family-Based”*** means an approach to social services delivery where the focus is on the family unit.
- 1.9 ***“Family services”*** means social services which provide assessment and delivery of a broad range of services which include intake services, adult services, prevention and support services for families, adult protective services, child protective services, permanency services, and child care services.
- 1.10 ***“Incapacitated person”*** means any adult who is impaired by reason of mental illness, mental retardation, physical illness or disability, advanced age or other causes to the extent that the adult lacks sufficient understanding or capacity to make, communicate, or carry out responsible decisions concerning his or her well-being (*Code of Virginia*, § 63.2-1603). This definition is for the purpose of establishing an adult’s eligibility for adult protective services and such adult may or may not have been found incapacitated through court procedures (22 VAC 40-740-10 et seq.).
- 1.11 ***“Impaired”*** means any person whose physical or mental capacity is diminished to the extent that he or she needs counseling or supervisory assistance, and/or assistance with activities of daily living such as bathing, dressing, eating/feeding, transferring, toileting, and/or continence or an instrumental ADL such as shopping, money management, using the telephone, or meal preparation. The Adult Services Program also refers to these adults as “adults with a disability.”
- 1.12 ***“Local department”*** means the local department of social services of any county or city in the Commonwealth.
- 1.13 ***“Virginia Uniform Assessment Instrument (UAI)”*** means the standardized multi-dimensional questionnaire that assesses an adult’s social, physical health, mental health, and functional abilities. The UAI is used to gather information for the determination of an adult’s care needs and service eligibility, and for planning and monitoring the adult’s care across various agencies and long-term care services. The UAI is composed of 12 pages; there is a shorter, 2-paged version of the UAI for private pay residents of and applicants to assisted living facilities.

2. ORGANIZATION OF THE DEPARTMENT

The Department’s programs are designed to address those who are most in need, balance the role of providing effective intervention when necessary, and ensure the safety, stability, and well-being for the most vulnerable of our population.

Local departments of social services are an integral part of the social services delivery system and serve as the focal point within all local communities for the delivery of family-focused and family-based preventive and protective services. Local departments use federal, state, and local funds to deliver services.

The State Board of Social Services was created by the state legislature in July 1974. The members are appointed by the Governor and include representatives from various regions of the state. Terms are for four years; no more than two successive terms are

permitted. The State Board has responsibility for the development and approval of policy and for the adoption of rules and regulations consistent with federal and state law.

The Commissioner of Social Services, who is appointed by the Governor, directs the Department at the state level. The central office, located in Richmond, develops policies, procedures, regulations, training, and standards for social service programs. It is responsible for the monitoring and evaluation of these programs, and it allocates and manages funding to the local agencies. The Adult Services Programs are state supervised and locally administered.

Adult Services staff evaluates local programs, serve as resources in the areas of planning, organization, budgeting, and monitoring, and provide training, consultation, and technical assistance to local staff.

The Department supervises the administration of programs by the local departments of social services. The local department is the setting for direct client contact. The components through which the local departments can assist clients fall into two major divisions: benefits and family services programs. The latter are administered by social workers, while eligibility workers handle benefit programs.

Local agency staff determines eligibility for participation in service and benefits programs, authorize payments to clients and vendors for services, and provide direct services to clients.

3. ADULT SERVICES PROGRAMS

The Department of Social Services administers the following programs through the Adult Services Programs Unit:

- 3.1** Adult Services
- 3.2** Adult Protective Services
- 3.3** Domestic Violence Prevention Services
- 3.4** Auxiliary Grants Program
- 3.5** Virginia Caregivers Grant Program

4. MISSION OF ADULT SERVICES PROGRAMS

The mission of the Adult Services Programs is to serve adults through programs that:

- 4.1** Protect older adults and adults with a disability from abuse, neglect, and/or exploitation;
- 4.2** Prevent the abuse, neglect, and/or exploitation of older adults and adults with a disability;

- 4.3** Prevent the inappropriate institutionalization of the elderly and adults with a disability;
- 4.4** Assist when necessary with appropriate placement; and
- 4.5** Maximize self-sufficiency.

5. PURPOSE OF ADULT SERVICES

Adult Services (AS) are designed to allow the adult to remain in the least restrictive setting and function as independently as possible by establishing and/or strengthening appropriate family and social support systems or by supporting the adult in self-determination.

Adult Services are provided to adults age 18 and older who have a disability, and to their families when appropriate. Adult Services may include the provision of case management, home-based care, transportation, adult day care, nutrition services, placement services, and other activities to aid the adult.

6. PURPOSE OF ADULT PROTECTIVE SERVICES (APS)

Adult protective services (APS) are designed to establish and/or strengthen appropriate family and social support systems in order to protect adults at risk of abuse, neglect, and/or exploitation and to prevent the occurrence of abuse, neglect, and exploitation.

APS consists of the identification, receipt, and investigation of complaints and reports of adult abuse, neglect, and/or exploitation (or the risk thereof) as related to incapacitated persons age 18 or older. This service also includes the provision of case management to alleviate the risk of abuse, neglect, or exploitation. If appropriate and available, APS may include the provision of or arrangement for home-based care, transportation, day care, meal services, legal proceedings, and other activities to protect the adult.

7. DISTINCTION BETWEEN ADULT SERVICES AND APS

7.1 Provision of Adult Services to Eligible Adults

- 7.1.1** When there is no valid report of abuse, neglect, and/or exploitation or the risk thereof, and the adult requests services; or
- 7.1.2** Following APS intervention when the adult continues to need ongoing services but is no longer at risk of abuse, neglect, and/or exploitation.

7.2 Provision of APS to Eligible Adults

- 7.2.1** When the agency receives and investigates a valid report; and
- 7.2.2** The investigation determines the adult needs and accepts protective services or the court orders protective services.

8. PHILOSOPHY OF ADULT SERVICES

The following principles are inherent to the provision of Adult Services:

- 8.1** The worker is an advocate for the adult.
- 8.2** The adult is the focus of service delivery, and the worker shall preserve and protect the adult's right to self-determination even when there is a community or family request for the department to intervene.
- 8.3** The least restrictive and least intrusive intervention necessary to stabilize the situation is the most appropriate.
- 8.4** The adult has the right to make decisions on his or her own behalf until he or she delegates that responsibility voluntarily or the court grants that responsibility to another individual.
- 8.5** A family-based approach to service delivery enhances services which support and strengthen the adult's informal support system.
- 8.6** Coordination and combination of formal and informal support systems provide the most effective delivery system.

9. PHILOSOPHY OF ADULT PROTECTIVE SERVICES

The following principles are basic to the planning and delivery of APS:

- 9.1** Proper protection of adults may require an APS worker to advocate for the right of the capable adult to make his or her own choices even when the community or family may oppose these choices.
- 9.2** The least restrictive and least intrusive intervention necessary to protect the adult and stabilize the situation is the most appropriate.
- 9.3** The adult has the right to make decisions on his or her own behalf until he or she delegates that responsibility voluntarily or the court grants that responsibility to another individual.
- 9.4** Adult abuse, neglect, and exploitation are primarily social problems and their resolution for the most part should be sought through the provision of social services and medical services rather than through the legal system. *(Note: This does not include incidences of domestic violence which is an issue for the legal system, nor does it include felony abuse and neglect as defined in Code of Virginia, § 18.2-369.)*
- 9.5** Services that support and strengthen the adult's informal support system are vital to the protection of adults who are at risk of abuse, neglect, and exploitation.

- 9.6 Legal action is considered only after all other alternatives have been explored. When legal intervention is required, the least restrictive means of intervention must be used.

10. TARGET POPULATIONS

Target populations served by the local departments of social services fall into three categories: those mandated to be served; those encouraged to be served to the extent that funds are available; and those served at the option of the local agency.

- 10.1 The target population ***mandated to be served*** includes the following:

10.1.1 Any adult with a disability who is in need of nursing facility preadmission screening for nursing facility placement, Medicaid home- and community-based waived services, or assisted living facility assessment.

10.1.2 Any adult with a disability and with low income who is in need of home-based service, to the extent that funds are available. Each local board must provide for the delivery of home-based services that include homemaker, companion, or chore services that will allow individuals to attain or maintain self-care and are likely to prevent or reduce dependency, to the extent the funds are made available to the locality (*Code of Virginia*, § 63.2-1600).

- 10.2 The target population ***encouraged to be served to the extent that funds are available*** include the following:

10.2.1 Any adult with a disability who, upon emancipation from a local agency's custody, is in need of services.

10.2.2 Any adult with a disability who is in need of alternative living arrangements to avoid institutionalization and requests services.

10.2.3 Any adult who is in need of community-based care to avoid institutionalization and who requests services.

- 10.3 The target population to be served ***at the option of the local agency*** includes any family with no minor children in the home that requests services.

- 10.4 The *Code of Virginia*, § 63.2-1613, authorizes local departments to provide direct services to victims of domestic violence, to the extent that funds are made available.

- 10.5 Each local board, to the extent that funds are available, shall provide adult protective services for persons who are found to be abused, neglected, or exploited and who are 1) 60 years of age or older, or 2) the person is incapacitated and has no relative or other person able, available, and willing to provide guidance, supervision, or other needed care (*Code of Virginia*, § 63.2-1605).

- 10.6** Adult protective services are provided or arranged by the local department of social services that are necessary to prevent abuse, neglect, or exploitation of an adult. These services consist of the identification, receipt, and investigation of complaints and reports of adult abuse, neglect, and exploitation.

11. SOCIAL WORKERS AS MANDATED REPORTERS

Social workers in local departments are mandated reporters pursuant to § 63.2-1606 of the *Code of Virginia*. In cases where a worker believes that an adult is abused, neglected, or exploited, or at risk thereof, he or she must report this to the appropriate staff in the local department of social services even in those situations where an adult is currently receiving other services. All APS policy must be followed in such cases.

12. CONFIDENTIALITY

Section 63.2-104 of the *Code of Virginia* requires that an adult's information be kept confidential. With certain exceptions, an individual must give written permission before information may be obtained from other sources or given to an individual or an agency. See Volume VII, Section I, Chapter C, for additional discussion regarding confidentiality of an individual's information. Also see the *Code of Virginia*, § 2.2-388 et seq., *Government Data Collection and Dissemination Practices Act*, and § 2.2-3700 et seq., *Freedom of Information Act*.

See Volume VII, Section IV, Chapter B, Adult Protective Services, for policy regarding confidentiality as related to Adult Protective Services cases.

13. DOCUMENTATION AND RECORD RETENTION

The local agency must maintain an adult's records in accordance with accepted professional standards and practices. Adult Services' records must be complete, accurate, readily accessible, and systematically organized according to requirements. All record entries, including any computerized records and forms, purchase of services orders, provider/vendor agreements, etc., must be signed with name and professional title of the author and dated with the month, day, and year.

The case record provides documentation of service delivery to the adult. The case record must contain all required forms and information about the adult and documents that the worker has met the minimum requirements concerning frequency of case contact.

Records must be kept for at least three years after a state or federal audit or at least five years if no audit has been conducted. Exceptions: Assisted living facility assessments and the Medicaid authorization form (DMAS-96) must be retained for not less than 5 years from the date of assessment and/or implementation of case management services. When the record contains annual reports of guardians, these reports must be kept for at least 20 years (*Code of Virginia*, § 17.1-213).

14. LEGAL BASES – CODE OF VIRGINIA

The following serve as the legal bases for the Adult Services/Adult Protective Services Program from the *Code of Virginia*. Full text of each of the *Code* sections can be obtained by accessing <http://leg1.state.va.us/000/src.htm> on the web.

14.1 *Code of Virginia*, § 63.2-1600: Homemaker, Companion, or Chore Services

Authorizes the provision of companion, chore, or homemaker services that will allow individuals to attain or retain self-care and are likely to prevent or reduce dependency. Such services shall be provided to the extent that federal or state matching funds are made available to each locality.

14.2 *Code of Virginia*, § 63.2-1601: Authority to Provide Adult Foster Care Services

Authorizes each local board of social services to provide adult foster care services that may include recruitment, approval, placement in, and supervision of adult foster care homes.

14.3 *Code of Virginia*, § 63.2-1602.3: Long-Term Care Service Coordination

Authorizes each local board of social services to participate in long-term care service coordination with other local agencies.

14.4 *Code of Virginia*, § 63.2-1603 through 1610 and 22 VAC 40-740-10 et seq.: Protective Services for Aged and Incapacitated Persons

Authorizes provision of protective services to persons 60 years of age and older and to incapacitated persons 18 years of age and older who need the services because of impaired health or physical disability.

14.5 *Code of Virginia*, § 63.2-1607: Duties of Director upon Receiving Adult Protective Services Report

Requires a prompt and thorough investigation into reports that an adult is in need of protective services.

14.6 *Code of Virginia*, § 63.2-1611: Coordinate State Domestic Violence Program

Designates the Department of Social Services to be the agency to coordinate statewide domestic violence prevention efforts of public and private community groups seeking to provide assistance to and treatment for the victims of domestic violence.

14.7 *Code of Virginia*, §§ 63.2-1602.2 and 1804 and 22 VAC 40-745-10 et seq.: Assisted Living Facility (ALF) Assessments

In order to receive an Auxiliary Grant while residing in an ALF, an individual shall have been evaluated by an authorized public human services agency to determine his or her need for care. A uniform assessment instrument setting forth a resident's care needs shall be completed for all residents upon admission and at subsequent intervals as determined by State Board regulation.

14.8 *Code of Virginia*, § 63.2-800 and 22 VAC 40-025-10 et seq.: Auxiliary Grants (AG)

In order to receive an AG while residing in an ALF, an individual shall have been evaluated by an authorized public human services agency to determine his or her need for care.

14.9 *Code of Virginia*, §§ 63.2-1602.1 and 32.1-330: Nursing Facility Preadmission Screening

All individuals who will be eligible for community or institutional long-term care services as defined in the state plan for medical assistance shall be evaluated to determine their need for nursing facility services as defined in the plan. The Department of Medical Assistance Services requires a preadmission screening of all individuals who, at the time of application for admission to a nursing facility, are eligible for medical assistance or will become eligible within six months following admission. This includes screening for both nursing facility and Medicaid home- and community-based waiver services (with the exception of the Mental Retardation Waiver). The community-based screening team shall consist of a nurse, social worker, and physician who are employees of the Department of Health or the local department of social services.

14.10 *Code of Virginia*, §§ 63.2-1602.4 and 37.1-98: Discharge, Conditional Release, and Convalescent Status of Patients

Specifies that the provision of social services to the patient discharged from a state hospital shall be the responsibility of the appropriate local social services agency as determined by policy approved by the State Board of Social Services.

14.11 *Code of Virginia*, § 37.1-197: Community Services Board; Powers and Duties

Requires local boards of social services to enter into a written agreement with the community services board to specify what services will be provided to individuals. Annual review of the agreement is required.

14.12 *Code of Virginia*, §§ 63.2-1602.4 and 37.1-197.1: Prescription Team

Requires local social services agencies to serve on the prescription team that is established by the local community services board. The team has responsibility

for integrating the community services necessary to accomplish effective prescreening and pre-discharge planning for an individual referred to the community services board.

14.13 *Code of Virginia*, § 63.2-2200: Virginia Caregivers Grant Program.

Establishes a special fund in the state treasury to be administered by the Department to provide grants for eligible caregivers who provide care for a mentally or physically impaired relative.

14.14 *Code of Virginia*, § 63.2-1613: Responsibilities of Local Departments, Domestic Violence Services.

Local departments of social services may, to the extent that funds are available: 1) promote interagency cooperation at the local level of technical assistance, data collection, and service delivery; and 2) provide services directly to victims of domestic violence.

15. LEGAL BASES – DEPARTMENT REGULATIONS

The following serve as the regulatory legal bases for the Adult Services/Adult Protective Services Program. Departmental regulations are reviewed at least every three years. Full text of each of the Department's regulations (beginning with "VAC") can be accessed on-line by going to <http://leg1.state.va.us/000/srr.htm>.

15.1 22 VAC 40-025-10 et seq., Auxiliary Grant Program: Levels of Care and Rate-Setting (effective 2/1/96).

15.2 22 VAC 40-740-10 et seq., Adult Protective Services (effective 12/6/89).

15.3 22 VAC 40-745-10 et seq., Assessment in Assisted Living Facilities (effective 2/1/96).

16. ADDITIONAL INFORMATION

Any questions may be directed to the appropriate Adult Services Program staff. See Appendix B of this chapter for service area contact information.

Adult Services Programs staff may be reached at 804-726-7533. The address is:

Virginia Department of Social Services
Adult Services Programs
7 North 8th Street
Richmond, VA 23219

Family Services Specialists across the state may be reached as follows:

Dorothy Endres, Virginia Beach Office, 757-491-3980
Barbara Jenkins, Richmond Office, 804-662-9783
Carol McCray, Abingdon Office, 276-676-5636
Bill Parcell, Roanoke Office, 540-857-7448
Richard Pyle, Richmond Office, 804-662-9786
David Stasko, Warrenton Office, 540-347-6313

Each year, the Adult Services Programs compiles an annual report of data on each of its programs. Included in this report is a list of other contact information, including Adult Services/Adult Protective Services and Division of Licensing Programs contacts in each locality, as well as specific *Code of Virginia* citations.

APPENDIX A

FORMS, BROCHURES, AND MANUALS

Adult Services Forms and Manuals Available on the Web

The following documents are available on the Division of Family Services' intranet site at <http://www.localagency.dss.state.va.us/divisions/dfs/as/as-forms.htm>. Please note that some of the manuals posted on the web have blank pages that serve as "placeholders" for some forms that are available separately.

- **The Virginia Uniform Assessment Instrument (UAI)**
- **Assisted Living Facility Assessment Manual**
- **Assisted Living Facility Level of Care Worksheet**
- **UAI Add-on Page**
- **UAI Plan of Care**
- **Tuberculosis Statement**
- **Private Pay UAI Manual**
- **Private Pay UAI form**
- **Financial Institution Reporting Resource Guide (listed as "Resource Guide")**
- **Report of Guardian for an Incapacitated Person**
- **APS Minimum Training Standards**
- **Adult Protective Services Report**
- **Service Application**
- **Service Plan**
- **Consent to Exchange Information**
- **DMAS-96 (listed as "DMAS revision")**
- **Eligibility Communication Document**

These documents are posted on the web as PDF files. Please print and copy them as needed. If you have difficulty printing out the PDF version and prefer one of the above documents in Microsoft Word, please contact your Family Services Specialist. The Adult Services Programs cannot provide multiple copies of forms or manuals. Forms may also be copied directly from manuals.

Adult Services Programs Brochures

- **Adult Protective Services**
- **Auxiliary Grants**
- **Domestic Violence Services**
- **A Long-Term Care Facility's Guide to Adult Protective Services**
- **Prevent Financial Exploitation in Virginia: A Guide for Financial Institutions**
- **Prevent Financial Exploitation in Virginia: A Guide for Seniors and Adults with Disabilities**
- **Services to Adults**
- **What Mandated Reporters Need to Know**

These brochures are available by calling 804-726-7933 or e-mailing Venus Bryant at venus.bryant@dss.virginia.gov.

Forms Available through VDSS General Services

Department of Social Services forms (i.e., those with "032" numbering) can be ordered by submitting a Relizon requisition form to the Division of General Services. This form may be mailed or "pouched" to General Services at VDSS, General Services, 7 North 8th Street, Richmond, VA 23219. The local agency's cost code will be charged.

- **032-02-015** **Adult Protective Services Report**
- **032-02-103/5** **Notice of Action/Service Programs**
- **032-02-109/3** **Service Application**
- **032-02-126/3** **Purchase of Services Order**
- **032-02-128/3** **Invoice**
- **032-02-139A** **Compliance Checklist Part A**
- **032-02-139B** **Compliance Checklist Part B**
- **032-02-142** **Request for Tuberculosis Statement**
- **032-03-601/13** **Generic Case Document**
- **099-08-100M1** **Relizon Requisitions Form**

Medicaid Provider Manuals

DMAS (Department of Medical Assistance Services) has updated the provider manual entitled *Elderly and Disabled Waiver Services* effective July 1, 2002. The revised manual may be obtained by going to the DMAS web site at <http://www.dmas.state.va.us>. Go to "Provider Manuals" and click on the manual that you would like to print.

Hard copies and CD-ROMs of Medicaid manuals are available for purchase. To do so, go to the "Provider Manuals" selection button on the DMAS web site. At the top middle of this area, there is a message to "Click here to obtain DMAS Provider Manual order forms from Commonwealth Martin" (the DMAS forms supplier). Follow the instructions to print the order form to order an up-to-date paper manual or CD-ROM. The DMAS Order Desk at Commonwealth Martin may be reached at 804-780-0076.

Medicaid Forms

DMAS forms, such as the:

- **DMAS-95 Virginia Uniform Assessment Instrument (UAI);**
- **DMAS-95 MI/MR, Mental Illness/Mental Retardation Supplement;**
- **DMAS-96, Authorization for Long-Term Care Services; and**
- **DMAS-20, Consent Form**

are available via the following ways:

- **The DMAS web site <http://www.dmas.state.va.us>;**
- **Form copies in Medicaid provider manuals; or**

- **The DMAS Order Desk at 804-780-0076; callers will be sent one original form to be copied as needed.**

If you have any questions or concerns about the DMAS order policy, please contact the DMAS Provider Helpline at 1-800-552-8627 or Ms. Dixie Greene at 804-786-5409.

APPENDIX B - ADULT SERVICES AREA ASSIGNMENTS

NORTHERN AREA (N=40)		EASTERN AREA (N=40)		WESTERN AREA (N=40)	
David Stasko 170 West Shirley Avenue Suite 200 Warrenton, VA 22186 Telephone: 540-347-6313 FAX: 540-347-6331	Barbara Jenkins 1604 Santa Rosa Road Wythe Building, Suite 130 Richmond, VA 23229 Telephone: 804-662-9783 FAX: 804-662-7023	Dorothy Endres Pembroke Office Park, Pembroke IV, Suite 300 Virginia Beach, VA 23462-5496 Telephone: 757-491-3980 FAX: 757-552-1832	Richard Pyle 7 North 8th Street Richmond, VA 23219 Telephone: 804-726-7533 FAX: 804-786-7897	Carol McCray 190 Patton Street Abingdon, VA 24210 Telephone: 276-676-5636 FAX: 276-676-5621	Bill Parcell 210 Church Avenue, S.W. Commonwealth of VA Building Suite 100 Roanoke, VA 24011-1524 Telephone: 540-857-7448 FAX: 540-857-7364
Counties Albemarle (003) 10 Arlington (013) 8 Caroline (033) 16 Chesterfield (041)/ Colonial Heights* (570) 15 Clarke (043) 7 Culpeper (047) 9 Fairfax (059)/Fairfax City (600)/Falls Church (610) 8 Fauquier (061) 9 Fluvanna (065) 10 Frederick (069) 7 Goochland (075) 15 Greene (079) 10 Hanover (085) 15 Henrico (087) 15 Highland (091) 6 King George (099) 16 Loudoun (107) 8 Louisa (109) 10 Madison (113) 9 Nelson (125) 10 Orange (137) 9	Page (139) 7 Powhatan (145) 15 Prince William (153) 8 Rappahannock (157) 9 Rockingham (165)/ Harrisonburg (660) 6 Shenandoah (171) 7 Spotsylvania (177) 16 Stafford (179) 16 Staunton* (790)/Augusta (015)/ Waynesboro (820) 6 Warren (187) 7 Cities Alexandria (510) 8 Charlottesville (540) 10 Fredericksburg (630) 16 Hopewell (670) 19 Manassas City (683) 8 Manassas Park (685) 8 Petersburg (730) 19 Richmond (760) 15 Winchester (840) 7	Counties Accomack (001) 22 Amelia (007) 14 Brunswick (025) 13 Charles City (036) 15 Charlotte (037) 14 Cumberland (049) 14 Dinwiddie (053) 19 Essex (057) 18 Gloucester (073) 18 Greensville (081)/Emporia (595) 19 Isle of Wight (093) 23 James City (095) 23 King and Queen (097) 18 King William (101) 18 Lancaster (103) 17 Lunenburg (111) 14/ Mecklenburg (117) 13 Middlesex (119) 18 New Kent (127) 15 Northampton (131) 22 Northumberland (133) 17 Nottoway (135) 14	Prince Edward (147) 14 Prince George (149) 19 Richmond County (159) 17 Southampton (175) 23 Suffolk (800) 23 Surry (181) 19 Sussex (183) 19 Westmoreland (193) 17 Williamsburg (830) 23 Cities Chesapeake (550) 23 Franklin City (620) 23 Hampton (650) 23 Newport News (700) 23 Norfolk (710) 23 Portsmouth (740) 23 Virginia Beach (810) 23 York (199)/Poquoson (735) 23	Counties Alleghany(005)/Covington *(580) 5/ Clifton Forge (560) 5 Amherst (009) 11 Appomattox (011) 11 Bath (017) 6 Bedford (019)/Bedford City (515) 11 Bland (021) 3 Botetourt (023) 5 Buchanan (027) 2 Campbell (031) 11 Carroll (035) 3 Craig (045) 5 Dickenson (051) 2 Floyd (063) 4 Franklin County (067) 12 Giles (071) 4 Grayson (077) 3 Halifax (083)/South Boston (780) 13 Henry (089)/ Martinsville (690) 12 Lee (105) 1 Montgomery (121) 4 Patrick (141) 12	Pittsylvania (143) 12 Pulaski (155) 4 Roanoke Co. (161)/Salem (775) 5 Rockbridge (163)/Buena Vista *(530)/ Lexington* (678) 6 Russell (167) 2 Scott (169) 1 Smyth (173) 3 Tazewell (185) 2 Washington (191) 3 Wise (195) 1 Wythe (197) 3 Cities Bristol (520) 3 Danville (590) 12 Galax (640) 3 Lynchburg (680) 11 Norton (720) 1 Radford (750) 4 Roanoke (770) 5

The number in parentheses following locality name is the FIPS code; the number following the FIPS code is for the Planning District in which the locality is located. *City DSS associated with county DSS, but have separate budgets. There are 120 local departments of social services.